



DLG

Bookkeeping Services

The Full-service Solution
for Outsourced
Bookkeeping

As a new business owner, I quickly learned that much of my time could be easily lost with writing checks, processing invoices, generating reports, and reconciling my accounts. I rely on DLG Bookkeeping Services' expertise for all my bookkeeping needs so that I can focus on my clients and their projects.

*-Lisa Mason
Ez Computer Solutions*

DLG Bookkeeping Services has been an integral part of our continuing success as we grow and change at a very rapid pace. They have been extremely efficient at implementing the most cost-effective, up-to-date bookkeeping procedures while supplying us with accurate information and custom reports to help us evaluate our business. We also greatly value their professional and friendly service.

*-Diane Rotunno
Office Manager, NePo Associates, Inc.*

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Freedom to Focus on Your Business

As a business owner, your two most valuable assets are your time and your expertise. You need to manage your finances, your staff, your operations, and the growth of your business. Given all of these areas that need your attention and skill, why expend them on accounting and bookkeeping?

At DLG Bookkeeping Services, we understand that your time and resources are valuable. We can offer you freedom from time-consuming accounting and bookkeeping tasks, or fulfill your need for a full-time or part-time bookkeeper, thus allowing you to focus on other areas of your business.

Experts Ready to Serve Your Needs

Our dedicated and experienced professionals are specially trained to offer full-service bookkeeping and accounting services to small and medium-sized businesses. With either on-site or off-site service options, our experts offer you an affordable, custom outsource solution for all your bookkeeping needs.

DLG Bookkeeping Services can:

- Track payables and receivables
- Generate reports to reflect cash flow, expenditures, and potentially ways to improve your business
- Prepare invoices
- Pay all bills to avoid late fees or adverse effects to your credit
- Send bill reminder notices if you prefer to pay bills yourself
- Reconcile your accounts
- Analyze, install and setup a computerized accounting system
- Provide one-on-one training and troubleshooting assistance for QuickBooks® or Peachtree® accounting systems

Custom Service Plans

Whether you need full time accounting help or routine bookkeeping services to keep your business on track, we can develop a plan customized for your company. DLG Bookkeeping Services offers weekly, monthly, quarterly, and yearly plans.

Our Guarantee

You can depend on DLG Bookkeeping Services. In fact, we guarantee to respond within 24 hours of your call to schedule an appointment. And when you're really in a pinch we'll provide personal consultation over the phone. You can also rely on us to keep your sensitive company information confidential and your records secure.

Our Services

Bookkeeping Services

- On-site or off-site assistance for small to mid-size businesses
- Expertise with QuickBooks® & Peachtree® software
- Custom service plans (weekly, monthly, quarterly, yearly)
- Bank reconciliation
- Accounts Receivable/Payable
- Bookkeeping clean-up service
- Financial statements: Income Statement, Balance Sheet, General Ledger
- Develop custom reports

Payroll Services

- Calculation of payroll and payroll tax deductions
- Preparation of payroll tax deposits, quarterly returns, annual returns, W-2 forms, and 1099 forms

QuickBooks® & Peachtree® Accounting Software Services

- Analyze, install and setup computerized accounting system
- Provide one-on-one training and troubleshooting assistance
- Periodic tune-ups and upgrades
- Discounts on QuickBooks® products

Contact Us

We offer a one-time free consultation. Find out how we can support all your business accounting and bookkeeping needs by getting in touch with DLG Bookkeeping Services today.

Contact Darin Lynn Graybeal at:

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